

New Charter Schools Task List for Opening in 2020

NC DEPARTMENT OF PUBLIC INSTRUCTION
OFFICE OF CHARTER SCHOOLS

6307 MAIL SERVICE CENTER, RALEIGH, NC 27699-6307 | 919-807-3981

New Charter Schools Task List for Opening in 2020

Final Draft – March 10, 2020

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Task Name	Task Description	Timeline for Completion	Contact Person
Beginning Teacher Support Program			
Beginning Teacher Support Program Plan (BTSP)	As required by SBE Policy TCED-016, each PSU must have an approved Beginning Teacher Support Program Plan on file. The plan must meet policy requirements and be approved by the local board and DPI. A template is available for developing a BTSP Plan.	Prior to Opening	Dr. Monica Shepherd monica.shepherd@dpi.nc.gov 336-469-4682
Career and College Promise			
OPTIONAL: Develop MOU with college partner(s)	Develop an MOU clarifying procedures for dual enrollment through the Career and College Promise Program.	Before registering students for dual enrollment	Isaac Lake isaac.lake@dpi.nc.gov 919-807-4197
DHHS: Division of Public Health – Children and Youth Branch			
Hire a School Nurse	Make sure your school nurse is available to serve the entire student population and has the appropriate credentials. A person with a Registered Nurse (RN) license is preferred.	Recommended by August 1	<i>For Questions about Nurse Credentials Only:</i> Annette Darden-Richardson annette.richardson@dhhs.nc.gov 252-339-3009
Offer Generalized Diabetes Training	If you have students receiving assistance at school related to diabetes (for all school staff providing education or care for students with diabetes)	Recommended by the first day of school	Annette Darden-Richardson annette.richardson@dhhs.nc.gov 252-339-3009
Offer Intensive Diabetes Training	If you have students receiving assistance at school related to diabetes (for at least 2 staff persons involved in the care of specific students)	Recommended by the first day of school	Annette Darden-Richardson annette.richardson@dhhs.nc.gov 252-339-3009
Complete diabetes care plans	If you have students receiving assistance at school related to diabetes...Plans should be completed by the school nurse or other recognized medical professional.	Recommended by the first day of school	Annette Darden-Richardson annette.richardson@dhhs.nc.gov 252-339-3009
Acquire Epi Pens	At least 2 epinephrine auto-injectors should be on hand.	Recommended by the first day of school	Annette Darden-Richardson annette.richardson@dhhs.nc.gov 252-339-3009
Offer Epi Pen Training	At least 1 person must receive training in the use of emergency epinephrine.	Recommended by the first day of school	Annette Darden-Richardson annette.richardson@dhhs.nc.gov 252-339-3009

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Develop a concussion plan	This plan must address the needs of students in any grade level suffering from concussions.	Recommended by September 30th	Annette Darden-Richardson annette.richardson@dhhs.nc.gov 252-339-3009
Appoint a Team for Return-to-Learn	This team is responsible for identifying the return-to-learn or play needs of a student who has suffered a concussion.	Recommended by September 30th	Annette Darden-Richardson annette.richardson@dhhs.nc.gov 252-339-3009
Provide Staff Development on Concussions	This training is for all teachers and other school personnel in order to support and assist students who have sustained a concussion.	Recommended by September 30th	Annette Darden-Richardson annette.richardson@dhhs.nc.gov 252-339-3009
Student Health History Update	Include a question on the student health history and emergency medical update related to any head injury/concussion a student may have incurred during the past year.	Recommended by May 1, 2020	Annette Darden-Richardson annette.richardson@dhhs.nc.gov 252-339-3009
Provide required information to parents according to G.S. 115C-218.75(a)	All Grade Levels: Meningococcal Meningitis & Flu Grades 5 – 12: Cervical Cancer, Cervical Dysplasia, Human Papillomavirus Grades 7-12: Preventable Risks for Pre-Term Births Grades 9-12: Lawful Abandonment of a Newborn	At the Beginning of the School Year	Annette Darden-Richardson annette.richardson@dhhs.nc.gov 252-339-3009
DHHS: Division of Public Health – OEE/EH Services Branch			
Asbestos in Schools Rule: https://www.epa.gov/sites/production/files/documents/aherarequirements_10.pdf	All buildings tested for asbestos or submit architect letter stating no asbestos used in the building during construction: https://www.epa.gov/sites/production/files/documents/abcsfinal.pdf https://www.epa.gov/asbestos/asbestos-and-school-buildings	Asbestos Management Plan Received by NC DPH HHCU <u>prior</u> to that school building opening for school business	James Lueck James.lueck@dhhs.nc.gov 919-707-5950

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Division of School Business			
CSADM Phase II Final Verification	Phase II submission is required for new charters approved by the State Board of Education to open July 1, 2020. It displays the projected enrollment as indicated in the charter's application. The projected enrollment number will be used for the first installment of the annual allotment and will be the maximum actual ADM that the charter school may be funded on for the current school year.	June 1 – 12	Angela Harrison Angela.Harrison@dpi.nc.gov 919-807-3734
EDDIE	Complete and update school data	August	Nicola Lefler nicola.lefler@dpi.nc.gov 919-807-3615
Internal Revenue Services (IRS) Tax Exempt Status	Apply for Tax Exempt Status as Charitable, Religious and Educational Organization (501(c)(3)) status	Per charter agreement and SBE policy	RS Tax Exempt and Government Entities Customer Account Services at (877) 829-5500 (toll-free number)
IRS Annual Exempt Organization Returns	In general, exempt organizations are required to file annual returns, although there are exceptions. If an organization does not file a required return or files late, the IRS may assess penalties. In addition, if an organization does not file as required for three consecutive years, it automatically loses its tax-exempt status.	November 15th for FYE June 30	RS Tax Exempt and Government Entities Customer Account Services at (877) 829-5500 (toll-free number)
Financial Management System	Per General Statute, SBE policy, federal requirements, Uniform Education Reporting System (UERS), Chart of Accounts (COA), School Reporting, etc.	Prior to receipt of public funds	Roxane Bernard roxane.bernard@dpi.nc.gov 919-807-3725 Gwendolyn Tucker gwendolyn.tucker@dpi.nc.gov 919-807-3708
Fiscal Management Policies and Procedures	Part of Financial Management System - Development and approval of comprehensive fiscal management policies and procedures clarifying authority over the school's financial affairs, internal controls, accounting practices, purchasing, segregation of duties, and other related practices.	Prior to receipt of public funds	David Isgett david.isgett@dpi.nc.gov 919-807-3738

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Annual Audit - Charter School Audit Contract Form (LGC-205)	Submission to the Local Government Commission State and Local Government Finance Division for approval by the Secretary of the LGC.	August 2021	NC Department of State Treasurer Local Fiscal Management section at (919) 814-4299. Also, see Annual Audit Forms and Resources at https://www.nctreasurer.com/slglfm/forms-instructions/Pages/Annual-Audit-Forms-and-Resources.aspx
Annual Audit - Invoices	Submission and approval by the Secretary of the LGC pursuant to GS 115C-447.	Prior to payment	NC Department of State Treasurer Local Fiscal Management section at (919) 814-4299. Also, see Annual Audit Forms and Resources at https://www.nctreasurer.com/slglfm/forms-instructions/Pages/Annual-Audit-Forms-and-Resources.aspx
Amended Audit Contracts	If an audit cannot be completed by the due date or if the fees in the original contract are modified, an Amended Contract Form (Amended LGC-205) must be filed.	December 1, 2021	NC Department of State Treasurer Local Fiscal Management section at (919) 814-4299. Also, see Annual Audit Forms and Resources at https://www.nctreasurer.com/slglfm/forms-instructions/Pages/Annual-Audit-Forms-and-Resources.aspx
Annual Audit - Audited Financial Statements to LGC	Submission to the Local Government Commission State and Local Government Finance Division	October 31, 2021	NC Department of State Treasurer Local Fiscal Management section at (919) 814-4299. Also, see Annual Audit Forms and Resources at https://www.nctreasurer.com/slglfm/forms-instructions/Pages/Annual-Audit-Forms-and-Resources.aspx
State and Local Government Memo Listing	Bookmark and review regularly for applicable memos.	Ongoing	https://www.nctreasurer.com/slgl/Pages/MemosList.aspx

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Single Audit (required if expend \$750,000 or more in federal awards)	Submission to the Federal Audit Clearinghouse (FAC) Internet Data Entry System (IDES)	30 days after receipt of the auditor's report(s), or 9 months after the end of the fiscal year — whichever comes first.	866-306-8779 https://harvester.census.gov/facweb/resources.aspx ; https://harvester.census.gov/facides/Account/Login.aspx
SAM.gov registration	Active registration for any entity to do business with the Federal Government	Prior to applying for and/or accepting Federal awards.	www.SAM.gov
Dun & Bradstreet Number	Required for SAM.gov registration.	Prior to registering in SAM.gov	https://fedgov.dnb.com/webform/
Charter School Financial Manual	Read the manual.	Prior to School Opening	https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/independent-public-schools-operations#procedures-and-guidance
New Charter School Training	SBE Policy CHTR-006 states that charter schools must attend required financial training. Attend Cash Management Training to review cash and MSA systems and to review monthly financial reports.	Training sessions April or May before the school opens	Roxane Bernard roxane.bernard@dpi.nc.gov 919-807-3725
LINQ Training	Complete training on the LINQ software. LINQ is the software vendor that assists the charter schools in uploading their monthly general ledger to DPI. The software is used to record expenditures and revenue (the general ledger).	Prior to School Opening	Christi Monroe christi@linq.com 800.541.8999

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Educator Recruitment & Support Division			
EVAAS Administrator	Establish a district EVAAS Administrator by contacting Joseph Foster by email.	By November 2020	Joseph Foster joseph.foster@dpi.nc.gov 919-807-3334
HR Listserv	The person primarily responsible for Human Resources policies at the school should join the HR Listserv by emailing Tom Tomberlin.	At your discretion	Tom Tomberlin thomas.tomberlin@dpi.nc.gov 919-807-3436
English Learners			
<i>Note the Performance Framework Requirement: A5 – EL Component.</i>			
Access to WIDA Secure Portal and WIDA AMS Accounts	Ensure the school testing coordinator has access to these accounts. These are critical for the EL identification window (30 days upon student enrollment). The testing coordinator and the EL coordinator/designee may have access to these accounts and should have completed the screener training in the online secure portal. WIDA accounts should also be created for a teacher(s) assigned to be the test administrator for the annual language proficiency assessments ACCESS for ELLs/Alternate ACCESS for ELLs.	Before school starts	Regional Accountability Coordinator assigned to your SBE Education District.
Home Language Survey (HLS) Review	Review all enrolled students' HLS to identify students who may need to be screened with the W-APT or WIDA Screener for language services.	Ongoing	Susan Walz susan.walz@dpi.nc.gov 919-807-3953
EL Data PowerSchool Update	The data manager should have EL Coordinator access (218) in PowerSchool in order to complete EL Data Records. The EL Headcount must be completed by the required date (TBD) through PowerSchool.	October 1st	Susan Walz susan.walz@dpi.nc.gov 919-807-3953
Language Instruction Educational Plan (LIEP)	Complete the LIEP based on your school's needs and resources following the guidance, template, and samples provided on the English Language Development (ELD) website. Link: bit.ly/NCELSWebsite https://sites.google.com/dpi.nc.gov/ncels/charter-school	Submit the LIEP service chart by November through Epicenter. Epicenter Support Joseph.Letterio@dpi.nc.gov 919-807-3870	ESL/Title III Consultant assigned to your area in the state: West (SBE Districts 5-8) Ivanna.Anderson@dpi.nc.gov 919-807-6685 East (SBE Districts 1-4) Xatli.Stox@dpi.nc.gov 919-807-3928

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Become familiar with federal and state documentation to support English Learners	Review these links: <ul style="list-style-type: none"> Schools' Civil Rights Obligations to English Learners and their families US Department of Education, OELA English Learner Tool Kit US Department of Education, OELA Newcomer Tool Kit US Department of Education, NCELA English Learner Family Tool Kit 	Ongoing	ESL/Title III Consultant assigned to your area in the state: West (SBE Districts 5-8) Ivanna.Anderson@dpi.nc.gov 919-807-6685 East (SBE Districts 1-4) Xatli.Stox@dpi.nc.gov 919-807-3928
Exceptional Children Division			
EC Director needs to reach out to Regional Coordinator	Call and talk with your Regional Coordinator to introduce yourself and to ask questions regarding steps moving forward.	August 30, 2020	EC Charter School Regional Coordinators: Lynn Metcalf Northwest, West, Southwest Lynn.Metcalf@dpi.nc.gov 828-388-3061 Michelle B. Hamm Northeast, Southeast, Sandhills michelle.hamm@dpi.nc.gov 919-807-3252 Robert McOuat Piedmont-Triad, North Central robert.mcouat@dpi.nc.gov 336-416-1695
611 Grant Training	Attend 611 grant training if available.	Tentatively scheduled for October 31	EC Charter School Regional Coordinator (see list above)
Complete the 611 Grant	Using information from the grant training, complete and submit the 611 Grant.	Tentatively scheduled for December 2020	EC Charter School Regional Coordinator (see list above)

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Establish NCID # and ECATS login	Work with your HR/Principal to get an NCID number so you can submit Child Count Transfer (EC Director and Principal) and ensure you're an established user in ECATS (EC Directors)	August 30, 2020	HR/Principal of Charter School Charter School EC Coordinator
Complete child count transfer	Input new student information into system to receive funding Deadline: By the 10th of the following month after the child is first enrolled during the first 60 days of the school year	See deadline notes to the left.	Melissa Dearman Melissa.Dearman@dpi.nc.gov 919-807-3735
Prepare for December 1 Child Count	Maintain current IEP/eligibility for all students. Ensure students are in ECATS. Run reports as needed to double check.	Daily/Weekly	Charter School EC Coordinator
Federal Programs			
Access to the Comprehensive Continuous Improvement Process (CCIP)	Online grants management system that houses the federal consolidated application	End of September for new charters	Eastern Charters - Dr. Tina Hinson tina.hinson@dpi.nc.gov 919-807-3958 Western Charters - James Popp james.popp@dpi.nc.gov 919-807-3915
Eligible School Summary Report (ESSR) in Power School	This report collects the total number of students enrolled in the school, total number of low-income students, the Title I program that will be operated, and CEP participation. This report is usually completed in May to prepare for the upcoming school year.	End of September for new charters	Eastern Charters - Dr. Tina Hinson tina.hinson@dpi.nc.gov 919-807-3958 Western Charters- James Popp james.popp@dpi.nc.gov 919-807-3915
Homeless Children and Youth			
<i>The following tasks are required under Subtitle VII-B of the McKinney-Vento Homeless Assistance Act and are outlined in the NCDPI State Plan. For more information, visit: https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119/subchapter6/partB&edition=prelim as well as https://www.dpi.nc.gov/search?search_api_views_fulltext=homeless .</i>			
Appoint Homeless Liaison	Every LEA, whether or not it receives a McKinney-Vento subgrant, is required to designate a local liaison.	Prior to opening day of school	NCHEP Program Specialist https://hepnc.uncg.edu/contact/

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Register/Update Homeless Program	Register the homeless liaison with the North Carolina Homeless Education Program (NCHEP). Access to listservs, emails and other program requirements will be sent regularly.	Prior to opening day of school	https://uncg.qualtrics.com/jfe/form/SV_6M5NyLGWQsxXoH3
Public Posting of Program Information	District website must post contact information for the homeless liaison, a brief description of the law, and a link to NCHEP.	Prior to opening day of school	NCHEP Program Specialist https://hepnc.uncg.edu/contact/
New Homeless Liaison Training	Attend training that will provide specific details on the law, best practices, resources and the requirements of charter schools.	September	https://hepnc.uncg.edu/local-liaisons/
Compliance Forum	Attend the required forum for all homeless liaisons to ensure compliance with program requirements under the McKinney-Vento Act.	Fall 2020	NCHEP Program Specialist https://hepnc.uncg.edu/contact/
Learning Institute	No cost professional development for homeless liaisons and educators working directly with students experiencing homelessness on the McKinney-Vento Act and ensure compliance in districts and charter schools. The Institute provides opportunities for professionals to acquire strategies and best practices in identifying, enrolling, and serving children and youth who are homeless.	Spring 2021	https://hepnc.uncg.edu/professional-development/nchep-learning-institute/
Data Collection	All charter schools are required to enter a student identified into the “homeless” page in PowerSchool (PS). Each year, the liaison must certify the count in PS, even if no identification of a student was made. Data collection is required by the U.S. Department of Education.	June 15, 2021	https://hepnc.uncg.edu/data-collection/
Needs Assessment	Annual needs assessment completed on the data and activities conducted to ensure that the charter school program is identifying and meeting the needs of homeless children and youth. Needs assessments are maintained at the charter school for review during program monitoring. New charters are required to submit their initial results to NCHEP during the first year of the school being opened.	June 15, 2021	NCHEP Program Specialist https://hepnc.uncg.edu/contact/

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Resource Review	Review monthly the NCHPEP website for updates, policies, trainings, resources, requirements and deadlines.	Monthly	https://hepnc.uncg.edu/
Professional Development	Homeless liaisons are required to provide professional development to their staff on the McKinney-Vento Act. Training resources and materials can be obtained when attending trainings including those offered online by the National Center for Homeless Education (NCHE).	Annually	NCHEP Program Specialist https://hepnc.uncg.edu/contact/ and https://ncche.ed.gov/?s=training
K-3 Literacy Division			
Contact K-3 Literacy Division	<ul style="list-style-type: none"> Identify a Read to Achieve (RtA) contact for the school. This person will be the point of contact between the K-3 Literacy division and the charter school. Determine if the charter school will be using the state approved assessment (Istation). If yes, then contact Tonia Parrish for information on how to set up classes within Istation. You may also visit https://www.istation.com/NorthCarolina for more information about Istation. Visit the RtA Repository for helpful information about K-3 Literacy and Read to Achieve https://bit.ly/ncrta 	Upon Opening	Dr. Tara Galloway tara.galloway@dpi.nc.gov Tonia Parrish tonia.parrish@dpi.nc.gov
K-12 Standards, Curriculum, and Instruction Division			
All areas	<ul style="list-style-type: none"> Visit the NCDPI website: https://www.dpi.nc.gov/ to access the K-12 Standard Course of Study, as well as programs and initiatives and other relevant information. Visit the SC&I supplemental Google site to access additional information for the division and to access links to content area, program and/or initiatives Google sites. Here you will find support materials, training opportunities, and other helpful information for each area, as well as archived C and I Leaders listserv updates and professional development. Sign up for updates from a variety of areas at the NC Public Schools email updates site. 	Ongoing	Standards, Curriculum, and Instruction Division - christie.lynchebert@dpi.nc.gov ***Contact amy.betsill@dpi.nc.gov to be added to the C and I Leaders listserv.

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Oct. 1 EL Headcount Report – Oct. 2020	A report that provides the headcount for English Learners (ELs) in North Carolina Public Schools as of October 1 each year. This report is to be submitted to the Joint Legislative Education Oversight Committee by December 15 of each year.	Due Oct 1; goes to the SBE and JLEOC in December	Kristi Day kristi.day@dpi.nc.gov
Cursive and Multiplication Report	Districts and charter schools are asked to complete a survey regarding the measures taken by each LEA/school to implement the requirements regarding cursive writing and memorization of the multiplication tables pursuant to § 115C-81.81 instruction of cursive writing in grades 3-5 and the memorization of multiplication facts. This survey informs a report due to the JLEOC each March.	Survey: Dec 2020 – Jan 2021 Report goes to the SBE in February	Christie Lynch Ebert christie.lynchebert@dpi.nc.gov
K-12 Social Studies Standards Installation and SS Grad Requirements	Installation of new SS standards, anticipated approval by SBE in Spring 2020 (Economics and Personal Finance is currently required for incoming Freshmen in 20-21 grad requirements)	2020-21 SY	Lori Carlin lori.carlin@dpi.nc.gov
Advanced Math standards implementation	Installation of 4th level math standards in the 2019-20 SY; implementation in 2020-21 SY; For additional information on the Advanced Math standards, please visit the most recent webinar - Scheduling NC Mathematics Courses	2020-21 SY	Beverly Vance beverly.vance@dpi.nc.gov
Optional: Implement CCRG legislation requirements for Math and English	Statewide implementation in all high schools required in 2020-21 SY (CCRG stands for Career and College Ready Graduates)	Beginning 2020-21 SY	David Stegall david.stegall@dpi.nc.gov
Licensure Section			
50% Teacher Licensure	Charter schools are required to have 50% of their teachers licensed in the area in which they are teaching. The Licensure application process can take 4-6 weeks at non-peak times and 6-8 weeks at peak times (April, May, and December).	December 31, 2020	Licensure Specialists asklicensure@dpi.nc.gov 919-716-1800
Review Licensure Policies	Review State Board of Education Policies LICN 001-0021.	Ongoing	Licensure Specialists asklicensure@dpi.nc.gov 919-716-1800
Review Licensure Laws	Review G.S. 115C-296, Session Law 599, and Session Law 621.	Ongoing	Licensure Specialists: 919-716-1800 asklicensure@dpi.nc.gov

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View Video Tutorials	Watch the Licensure Management and Application Online System Tutorials	Before School Starts	Licensure Specialists asklicensure@dpi.nc.gov 919-716-1800
Multi-Tiered System of Support			
Review Joining Cohort 5 one-pager	Joining Cohort 5	Recommended by February 29, 2020	Rhonda Harrell rhonda.harrell@dpi.nc.gov 252-299-3395
Complete Partnership Agreement if interested in joining Cohort 5	Partnership Agreement	As you are ready to join Cohort 5	Rhonda Harrell rhonda.harrell@dpi.nc.gov 252-299-3395
Contact Regional IABS Consultant	<p>Contact your regional IABS Consultant to assist you in next steps:</p> <ul style="list-style-type: none"> • Forming a school MTSS Leadership Team • Designating a MTSS contact/coordinator • Accessing the MTSS Modules • How to utilize the MTSS LiveBinder? and why use? • Regional MTSS Networking Meetings • Etc. 	After you complete the Partnership Agreement	See page two of Joining Cohort 5 document
North Carolina Total Retirement Plans: 401(k) 457 403(b)			
NC 401k & NC 457 Retirement Plans	Should the charter school decide to participate in the Teachers & State Employees Retirement System, then both the NC 401(k) & NC 457 Retirement plans would be available.	With a Board Resolution and the completion of the Operational Information , anticipate 4-6 weeks for implementation	Margaret Hendershot 919-214-1906 margaret.hendershot@prudential.com (and the Retirement Education Counselor for the location)

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NC 457 Retirement Plan	Should the charter school decide to decline participation in the TSERS pension, then the NC 457 Retirement Plan would be available. [Note: See attached list of Charter School Employers who opted for the NC 457 Retirement Plan with a contribution or match.]	Board Resolution and the completion of the Operational Information , 4-6 weeks for implementation	Margaret Hendershot 919-214-1906 margaret.hendershot@prudential.com (and the Retirement Education Counselor for the location)
Retirement Systems Division			
Apply for entry into TSERS (optional – does not apply to all new charter schools)	If an eligible charter school operated by a private nonprofit corporation wishes to join the Teachers' and State Employees' Retirement System (TSERS), which includes making mandatory payroll-based contributions toward employees' retirements, the charter school may apply for provisional entry into TSERS any time in the school's first two years of operation. Provisional entry is valid for one year. The school may apply for continued (full) participation to take effect one year after the effective date of provisional entry. An eligible charter school that has operated for more than two years may apply for full entry without the provisional step. Please see G.S. 135-5.3 for more information.	Provisional entry: within first two years of operation. Full entry: After first two years of operation, or one year after provisional entry.	Patrick Kinlaw patrick.kinlaw@nctreasurer.com 919-814-4157 *Contact Mr. Kinlaw for Sample Charter Provisional Requirements and FAQs.
School Connectivity			
<i>Note: To connect to NCREN and get assistance in paying for WiFi, consult: https://www.livebinders.com/b/2569015 This assumes there is already an <u>address</u> to start the circuit install for internet access and a 3-digit building code. Circuit now takes over 120 days from day of order to actual install.</i>			
LOA/479	Documentation to start the IA circuit process	December 1 - prior to opening	Connectivity@dpi.nc.gov
FCCRN	Register for a username and FCCRN from the FCC	December 1 - prior to opening	Connectivity@dpi.nc.gov
BEN & EPC Login	Request Billed Entity Number and Account Admin from USAC	Immediately after receiving the FCCRN	Connectivity@dpi.nc.gov
Enrollment and poverty rate	NCDPI State Valid File and Entity Update for USAC and EPC	December 1 - prior to opening	Connectivity@dpi.nc.gov

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E-rate contact	Name, email, phone of E-rate contact for training and outreach	December 1 - prior to opening	Connectivity@dpi.nc.gov
School Nutrition			
<i>Note: There is not a definitive application start date for the School Nutrition Program, but if the application process is started by the school in January 2020, a possible timeline follows. The timeline is subject to change based on the responsiveness of the school and the ability to meet the School Nutrition requirements in a timely manner. School Nutrition Services does not allow retroactive claims; therefore, reimbursement will not be received for meals served prior to the final approval of the School Nutrition Program.</i>			
Complete School Interest Form	Complete form and return to School Nutrition along with school calendar.	IF Start in January 2020*: January 1-5	Jacquelyn McGowan jacquelyn.mcgowan@dpi.nc.gov 919-807-3595
View Introduction to SN Program PowerPoint	Provides a brief overview of the School Nutrition Program along with requirements for the application process	January 6-10	Jacquelyn McGowan jacquelyn.mcgowan@dpi.nc.gov 919-807-3595
Initial Meeting	Schedule an onsite meeting or webinar to discuss particulars of the program.	January 11- January 31	School Nutrition Staff (Scheduling will be based on availability of SN staff.)
Contact SN Staff regarding Procurement Plan	Procure catering services or services with a Registered Dietician who is knowledgeable of the School Nutrition Program	February 1 - April 30	School Nutrition Staff
Menu Certification	Meet federal regulations for all meals served in the SN Program	May 1 – August 1	School Nutrition Staff
Submit required electronic documents and various procedural documents required for SN operation	Procurement Plan Certificate of Occupancy Verification Plan Proof of Professional Standard Requirement Complete a Certified Food Protection Manager exam and submit proof of successful completion to State Agency Create and Submit Local Wellness Policy Cash Management Procedures Civil Rights Procedures and other required documents	August 1 – November 1	School Nutrition Staff *The timeline for processing each step starts after the documentation is received by the School Nutrition Staff.
Complete Annual Agreement process	Effective Date of Free or Reduced-Price School Meals Household Application Determination Attestation of Compliance with the Meal Pattern Requirement Signature Pages	August 1 – November 1	School Nutrition Staff ***Free and Reduced-Priced Meal Application Packet

New Charter Schools Task List for Opening in 2020

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Task Name	Task Description	Timeline for Completion	Contact Person
School Safety			
Critical Incident Response for School Faculty and Staff	Video and Powerpoint that is presented to school faculty and staff that details best practices when dealing with critical incidents in their schools	Prior to opening and then yearly	Mike Anderson mike.anderson@dpi.nc.gov 919-807-3354
Vulnerability Assessment	Complete a detailed vulnerability report and compile an overall summary and detailed report on the school.	Prior to opening and yearly	Mike Anderson mike.anderson@dpi.nc.gov 919-807-3354
State Emergency Response Application (SERA)	Floor plan schematics for the state's K-12 public schools have been incorporated in the State Emergency Response Application (SERA), including nearly 3,000 school locations. This data is being leveraged in the School Risk Management Plan (SRMP) tool, that uses the collected school, building and asset data to facilitate the creation of school risk management plans in a consistent manner.	Yearly	Gary Thompson gary.thompson@ncdps.gov 919-948-7844
Register for SSARS	Go through the Center for Safer Schools to complete the Say Something Anonymous Reporting Application.	September 30	Mike Anderson mike.anderson@dpi.nc.gov 919-807-3354
State Health Plan			
Group Setup	Complete Group Set-Up form https://www.shpnc.org/new-groups-interested-joining-plan	30 days prior to desired Effective Date	Martina.Jones@nctreasurer.com Chrissy.Crute@nctreasurer.com HBRInquiries@nctreasurer.com
Letter of Intent	Submit Letter of Intent to join SHP	30 days prior to desired Effective Date	Martina.Jones@nctreasurer.com Chrissy.Crute@nctreasurer.com HBRInquiries@nctreasurer.com
BOD Election submission	Submit board of directors' election to participate in the Plan	30 days prior to desired Effective Date	Martina.Jones@nctreasurer.com Chrissy.Crute@nctreasurer.com HBRInquiries@nctreasurer.com
Additional Info/Training	Conference Call with State Health Plan	Within one week after receiving above documents	Martina.Jones@nctreasurer.com Chrissy.Crute@nctreasurer.com HBRInquiries@nctreasurer.com

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Task Name	Task Description	Timeline for Completion	Contact Person
Testing & School Accountability			
Select a testing coordinator (TC)	Designate a TC. Provide TC contact info to RAC.	June 30, 2020	Regional Accountability Coordinator (RAC)
EDDIE	Enter TC in EDDIE.	June 30, 2020	RAC
Testing training	Ensure TC participates in BOG3 (elementary schools) and WIDA Screener trainings	Prior to school opening	RAC
English Learner (EL) coordinator	Assign EL Coordinator if not the TC.	Prior to school opening	RAC
EL School accounts	Set up WIDA and DRC school accounts	Prior to school opening	RAC
PowerSchool	Establish PowerSchool and ensure completed enrollments (updating with new enrollments) and scheduling	Prior to school opening, complete and accurate by 20 th day	Three ways to request PowerSchool support: <ol style="list-style-type: none"> 1. CHAT: Chat support will be available for you through the PowerSchool Community at: Launch Chat Support 2. CASE: Submit a case via the PS PORTAL: https://help.powerschool.com/ 3. CALL: 1-855-339-4790
TC orientation	Ensure TC attends new TC training and sets up all testing accounts.	Prior to school opening or when scheduled by RAC	RAC
North Carolina Identity Management Service (NCID)	School Administration sets up an established NCID Administrator for the school.	Prior to opening	Angela Coats angela.coats@dpi.nc.gov 919-807-3471 <i>Support tickets:</i> https://ncgov.service-now.com/sp_dpi

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Task Name	Task Description	Timeline for Completion	Contact Person
Transportation Services			
Needs Assessment	Assess the transportation needs of your population and develop a plan to address those needs. Things to think about depending on the school's plan include securing vehicles, setting up a website, developing routes, selecting a transportation contractor, registering for the Drug and Alcohol Clearinghouse, talking to DMV School Bus and Traffic Safety Division, etc.	When Student Enrollment Begins	School-Level Contact
Policies and Procedures	Create policies and procedures for attending students seeking transportation as well as any necessary forms for modification of that transportation arrangement.	Prior to School Opening	School-Level Contact
Modes of Transportation	Decide on whether you will provide for student needs with staff and your own hardware, if you will contract for those needs, or if you will rely on the school community to provide for them. <ol style="list-style-type: none"> 1. If you will provide transportation in-house: seek to hire staff and acquire equipment. Assure you assess and meet federal requirements for those staff and the equipment they will be using. 2. If you will contract for those needs, assure you assess your desired level of services (which determines costs) and check with multiple vendors. 3. If you will rely on the school community for those needs, assess the legal ramifications and exposure in the event of incidents, your requirements for those drivers, if any, and how you will address shortfalls in availability or reliability. Create a position to facilitate. 	Prior to School Opening	<i>For advice and direction, you may contact:</i> Kevin Harrison Kevin.Harrison@dpi.nc.gov 919-807-3579
			<i>Over for final page...</i>

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Task Name	Task Description	Timeline for Completion	Contact Person
CDL License for Bus Drivers	If a school will be using/acquiring a vehicle that is capable of transporting 15 or more passengers, it would need to acquire the proper CDL license for the driver(s). NCDMV School Bus and Traffic Safety would be able to assist with some of that process dependent upon with what the vehicle is equipped.	30-90 days depending on equipment and accomplishment of outside requirements of driver	Contact a Trainer in the School Bus and Traffic Safety unit of NCDMV by calling 919-715-7000. Then ask for the contact information of the Trainer for the county in which the school resides.
School Safety Briefings	NCDMV School Bus and Traffic Safety personnel could offer school safety briefings regarding the safe proper legal operation of CDL vehicles and the needs of those CDL vehicles.	Prior to School Opening	Contact a Trainer in the School Bus and Traffic Safety unit of NCDMV by calling 919-715-7000. Then ask for the contact information of the Trainer for the county in which the school resides.